

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Veterans First



**Classification:** **KEY DATA OPERATOR (\$2012 - \$2780)**  
**12 month Limited Term, Full time**

**Location:** Department of Veterans Affairs  
Headquarters Accounting Division  
1227 O Street  
Sacramento, CA

**Who Should  
Apply:**

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**

**Duties and  
Responsibilities:**

*Under the general direction of the Accounting Administrator I, the Key Data Operator typical duties include:*

- Process daily mortgage payment received.
- Operate the Remittance Processing Systems (RPS).
- Process loan payoffs and other payment related services.
- Print all trial balance reports for completed batches. Match batch totals to the trial balance report total. Review and log completed batches, batch reports, and calculation tape totals for accuracy.
- Review loan account statements and payment instruments received for completeness and accuracy. Match payment account number and account name on the payment to the system information.
- Receive incoming phone calls from other units and customers. Assist customers and personnel from other units at the public reception counter. Date stamp all incoming documents and distribute them to appropriate office, unit or to specific staff as directed.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Unit  
1227 "O" Street, Room 402  
Sacramento, CA 95814

**Inquiries:**

Voice: (916) 653-2535  
TDD: (916) 653-1966

**Attn: Jacque Ruiz, Ref M80# 031-06/07**

**In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.**

**Final Filing Date: SEPTEMBER 14, 2006**